

Standard risk assessment for Malvern Archers	Covers Target Archery as follows: Practice sessions / Club Target Days / 'Taster Sessions' / 'Have-a-Gos' / Beginners' courses	Location: The Dome, Malvern	
The Standard Operating Procedures (SOPs) for Target Archery are covered in the following documents published by ArcheryGB: 'Rules of Shooting' 'Shooting Administrative Procedures' 'Notes and Memoranda of Incorporation of the Grand National Archery Society'. Comparing the activity with these SOPs, is it fully compliant in respect of:			
Venue & field layout			Y / N
Staff & staff experience			Y / N
Equipment & maintenance			Y / N
Event registration with ArcheryGB (if required)			Y / N
Regarding the above, is the event fully compliant with the relevant SOPs?			Y / N
If the answer is "Yes, event is fully compliant", no further action is required.			
If the answer is "No, event is not fully compliant" then the organiser must produce a risk assessment covering ONLY THOSE AREAS THAT ARE NON-COMPLIANT.		Reference to additional Risk Assessment	On reverse
Prepared / revised by: Mark Pattison	Date: 14 th November 2025	Review by: 14 th September 2026	

Hazard	Consequences	Who's at risk?	Severity	Likelihood	Risk	Control measures	Residual risk
Entrance beyond shooting line	People crossing the line heading for the door while shooting is in progress	All	3	1	4	Standard procedure on control of the shooting line. Additional briefing when inducting new archers to indoor shooting. Reminder at the start of every session.	1
Entrance beyond shooting line	People entering the venue while shooting is in progress	All	3	1	4	Ensure middle doors are closed. Ensure large warning sign in position. New field captains to be briefed of hazard.	1
Gent's toilet position	People in the gents toilet are at the live end of the shooting range	All	3	1	4	Standard procedure on control of the shooting line. Additional briefing when inducting new archers to indoor shooting. Check for occupancy before commencing a session. Reminder that these toilets are out-of-bounds at the start of every session.	1
Spotlights – trailing cables	Trip hazard	All	1	1	2	Warning to new users of the facility	1
Spotlights – temperature	Light units very hot at the end of the session	All	1	1	2	Warning to new users of the facility	1
'First timers' in a new location	Some of the procedures are unique to this venue	New (to The Dome) archers.	1	1	2	Check for 'first timers'. Brief an established archer to buddy them for the session.	1



Malvern Archers

Indoor briefing sheet

This is a reminder sheet for the tasks to be undertaken by **The Field Captain** prior to commencing a session indoors at The Dome.

Prior tasks:

1. Check that the far toilets are vacant.
2. Check that the entry warning sign is in place.
3. Check that the middle doors are closed.
4. Check coils in electrical cables are, as far as is practicable, outside of the live shooting area.

Briefing to archers:

1. Reminder that the far toilets are out-of-bounds during the session
2. Reminder that nobody is to enter or leave the venue whilst shooting is under way, and that such activity should be reported to The Field Captain
3. Reminder of the hazard posed by the lights (cable trip & casing heat).
4. Outline of the coming session (practice / CTD / etc.)
5. Introduce any new members / visitors and assign buddy if indicated.
6. Remind archers to 'warm up'.